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Subject: REQUIREMENTS for monthly status reporting for Site-Specific IA"s and Site-Specific WAF"s issued from Generic IA"s (UNCLASSIFIED)
Date: Thursday, August 21, 2014 10:42:42 AM

Classification: UNCLASSIFIED

Caveats: NONE

All:

The "monthly status" reporting requirements for either Site-Specific Inter-Agency Agreements (IA's) or Site-Specific Work Assignment Forms (WAF's) issued from Generic IA's are identical. Monthly status reports are required while the agreement is active. If no work was performed or no monthly bill was generated for any reason, the monthly report is still required with an explanation. The overall level of specifics/detail (general requirements are identified in every IA issued) of each monthly report should be discussed and agreed upon by the USACE Project Manager (PM) and the EPA RPM/POC.

Each monthly bill is required to be certified by a USACE PM who must have a signature card on file at the EPA Cincinnati Finance Center (CFC) prior to sending the bill to CFC. The monthly status report is not needed/required at CFC for the bill to be paid. However, the certified bill, along with the monthly status report, are required to be sent to the EPA RPM/POC, and in many cases to the EPA Project Officer (ie R6 requirement) as well.

Again, if there is no work activity or USACE bill generated, the "monthly" status report is still required.

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Caveats: NONE



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